



# COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY

1955 Workman Mill Road, Whittier, CA 90601-1400  
Mailing Address: P.O. Box 4998, Whittier, CA 90607-4998  
Telephone: (562) 699-7411, FAX: (562) 699-5422  
www.lacsd.org

JAMES F. STAHL  
*Chief Engineer and General Manager*

February 24, 2005

File: 31-150.13.10

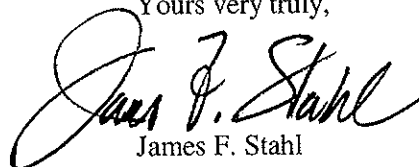
Boards of Directors  
County Sanitation Districts  
Nos. 27 and 35 of Los Angeles County

Directors:

The consolidated agenda includes the following items for the regular meetings of the Boards of Directors of the Districts meeting Tuesday, March 8, 2005.

1. Approval of Minutes. Copies of the minutes have been provided to each of the Directors.
2. Approval of Departmental Invoices. A departmental invoice is an internal document that transfers each District's proportionate share of expenditures made by District No. 2, the administrative District, on behalf of the participating Districts in accordance with authority granted through joint agreements. During the month, charges are made to a clearing account which is administered by District No. 2 and then are distributed at month end according to said agreements.
3. Financial Report. Copies of the Districts' Comprehensive Annual Financial Report for the year ended June 30, 2004, which includes the annual audit required by state and federal laws, have been previously mailed to the Directors.
4. Adopt Conflict of Interest Code. At its meeting of January 18, 2005, the Districts' code reviewing body, the Los Angeles County Board of Supervisors, adopted an amended Conflict of Interest Code and Disclosure Categories for the Sanitation Districts. The amendment consists of revisions of two disclosure categories and updated titles for three designated positions. Pursuant to Government Code Section 87306, each District Board is required to adopt the amended code.

Yours very truly,



James F. Stahl

JFS:MAH:dk

Enclosures

cc: B. Richard Marsh  
Paul Novak  
Samantha Bricker  
Executive Office (8 copies, one for PRESS with minutes of 12/14/2004 meetings attached)



Conflict of Interest Code  
of the  
**SANITATION DISTRICTS**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Exhibit A establishing economic disclosure categories and Exhibit B designating officials and employees shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall retain the originals of all statements filed by its Directors\*, Assistant Chief Engineer and Assistant General Manager, and all other Designated Positions named in the agency's conflict of interest code, as appropriate. The agency shall make and retain a copy of the statement filed by its agency head, the Chief Engineer and General Manager, and forward the original of such statement to Executive Office of the Board of Supervisors of Los Angeles County.

All retained statements, original or copied, shall be available for public inspection and reproduction. (Gov. Code Section 81008).

\* Directors shall be deemed to include Alternates but not to include Directors who are members of the Board of Supervisors of Los Angeles County.

## **SANITATION DISTRICTS**

### **EXHIBIT "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclose category.

#### **CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

## SANITATION DISTRICTS

### EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Department Head - Technical Services	1, 2, 3
Department Head - Solid Waste Management	1, 2, 3
Department Head - Sewerage	1, 2, 3
Department Head - Office Engineer	1, 2, 3
Department Head-Financial Management	1, 2, 3
Administrative Services Manager	1, 2, 3
Human Resources Manager	1, 2, 3
Purchasing Manager	4
General Counsel**	1, 2, 3
Consultant	5

#### Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200 et seq.

#### **Directors\***

**Chief Engineer and General Manager**

**Assistant Chief Engineer and Assistant General Manager**

**Chief Accountant**

\*Directors shall be deemed to include Alternates but not to include Directors who are members of the Board of Supervisors of Los Angeles County.

\*\*General Counsel shall be deemed to be the attorney who regularly attends District Board meetings and under whose directorship the legal affairs of the District are handled.

Effective 01/19/2005

Notice and Agenda

REGULAR MEETING — BOARD OF DIRECTORS — COUNTY SANITATION DISTRICTS  
NOS. 27 AND 35

To be held in the HEARING ROOM  
OF THE BOARD OF SUPERVISORS  
Kenneth Hahn Hall of Administration, Los Angeles, California

TUESDAY	March 8, 2005	At 9:30 A.M.
ANTONOVICH	BRATHWAITE BURKE	MOLINA
		(Chair)
		KNABE
		YAROSLAVSKY

1. Recommendation: Approve minutes of the regular meetings held December 14, 2004 (both Districts).
2. Recommendation: Approve departmental invoices as follows:

	<u>November 2004</u>	<u>December 2004</u>	<u>January 2005</u>
District 27 (3)	\$11,814.53	\$3,640.39	\$3,742.65
District 35 (5)	162.81	179.46	192.46
3. Recommendation: Receive and order filed the Comprehensive Annual Financial Report for fiscal year 2003-2004 (both Districts).
4. Recommendation: Adopt Amended Conflict of Interest Code (both Districts).

Adjourn

DISTS. 27 AND 35

MARCH 8, 2005



COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY  
**DEPARTMENTAL INVOICE**  
FOR THE MONTH ENDED 11/30/04

To: County Sanitation District No. 27  
(Org. Receiving Services)

Date Service Accrued: Nov. 30, 2004

From: County Sanitation District No. 2  
(Org. Providing Services)

Date Prepared: Dec. 16, 2004

---

DESCRIPTION

District No. 27 share of expenditures made by District No. 2, the administrative District, in accordance with the authority granted through the approved annual budget and applicable Joint Powers Agreement:

DEBIT:

Operation & Maintenance	\$ 9,396.90
Joint Administration - Capital	7.46
Local - Capital Improvement Fund	2,410.17

Total of all charges	<u>\$ 11,814.53</u>
----------------------	---------------------

Recap 035

Document No. 214

Date Board Approved: \_\_\_\_\_



COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY  
**DEPARTMENTAL INVOICE**  
FOR THE MONTH ENDED 11/30/04

To: County Sanitation District No. 35  
(Org. Receiving Services)

Date Service Accrued: Nov. 30, 2004

From: County Sanitation District No. 2  
(Org. Providing Services)

Date Prepared: Dec. 16, 2004

---

DESCRIPTION

District No. 35 share of expenditures made by District No. 2, the administrative District, in accordance with the authority granted through the approved annual budget and applicable Joint Powers Agreement:

DEBIT:

Operation & Maintenance	\$ 155.21
Joint Administration - Capital	7.60

Total of all charges	<u>\$ 162.81</u>
----------------------	------------------

Recap 035

Document No. 220

Date Board Approved: \_\_\_\_\_

COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY  
**DEPARTMENTAL INVOICE**  
FOR THE MONTH ENDED 12/31/04

To: County Sanitation District No. 27  
(Org. Receiving Services)

Date Service Accrued: Dec.31, 2004

From: County Sanitation District No. 2  
(Org. Providing Services)

Date Prepared: Jan. 19, 2004

---

DESCRIPTION

District No. 27 share of expenditures made by District No. 2, the administrative District, in accordance with the authority granted through the approved annual budget and applicable Joint Powers Agreement:

DEBIT:

Operation & Maintenance	\$ 2,295.98
Joint Administration - Capital	7.41
Local - Capital	1,337.00

Total of all charges	<u>\$ 3,640.39</u>
----------------------	--------------------

Recap 042

Document No. 253

Date Board Approved: \_\_\_\_\_

COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY  
**DEPARTMENTAL INVOICE**  
FOR THE MONTH ENDED 12/31/04

To: County Sanitation District No. 35  
(Org. Receiving Services)

Date Service Accrued: Dec.31, 2004

From: County Sanitation District No. 2  
(Org. Providing Services)

Date Prepared: Jan. 19, 2004

---

DESCRIPTION

District No. 35 share of expenditures made by District No. 2, the administrative District, in accordance with the authority granted through the approved annual budget and applicable Joint Powers Agreement:

DEBIT:

Operation & Maintenance	\$ 171.90
Joint Administration - Capital	7.56

Total of all charges	<u>\$ 179.46</u>
----------------------	------------------

Recap 042

Document No. 259

Date Board Approved: \_\_\_\_\_

COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY  
**DEPARTMENTAL INVOICE**  
FOR THE MONTH ENDED 01/31/05

To: County Sanitation District No. 27  
(Org. Receiving Services)

Date Service Accrued: Jan. 31, 2005

From: County Sanitation District No. 2  
(Org. Providing Services)

Date Prepared: Feb. 16, 2005

---

DESCRIPTION

District No. 27 share of expenditures made by District No. 2, the administrative District, in accordance with the authority granted through the approved annual budget and applicable Joint Powers Agreement:

DEBIT:

Operation & Maintenance	\$ 2,659.97
Joint Administration - Capital	41.22
Local - Capital	771.94
Local - Capital Improvement Fund	269.52

Total of all charges	<u>\$ 3,742.65</u>
----------------------	--------------------

Recap 049

Document No. 293

Date Board Approved: \_\_\_\_\_

COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY

**DEPARTMENTAL INVOICE**

FOR THE MONTH ENDED 01/31/05

To: County Sanitation District No. 35  
(Org. Receiving Services)

Date Service Accrued: Jan. 31, 2005

From: County Sanitation District No. 2  
(Org. Providing Services)

Date Prepared: Feb. 16, 2005

---

DESCRIPTION

District No. 35 share of expenditures made by District No. 2, the administrative District, in accordance with the authority granted through the approved annual budget and applicable Joint Powers Agreement:

DEBIT:

Operation & Maintenance	\$	150.91
Joint Administration - Capital		41.55

Total of all charges	\$	<u>192.46</u>
----------------------	----	---------------

Recap 049

Document No. 299

Date Board Approved: \_\_\_\_\_